

2017 Federal Energy and Water Management Awards - Nomination Quick Reference

Category Selection

- ☐ Choose “Project” for one or more activities at an installation or facility; “Program” for overall management approaches that effectively instituted new strategies or policies; “Labs and Data Centers” for federal labs or data centers that significantly improved energy and operational efficiency; or “Contracting” for efforts to award energy performance contracts and/or enhance procurement practices (may be individuals or teams).
- ☐ Select “Career Exceptional Service” to nominate individuals directly responsible for creating and instituting innovative and effective programs, projects, or technologies over their careers (e.g. 10 or more years).

Eligibility

- ☐ For Project, Lab and Data Center, and Contracting categories, effort(s) *must have been completed during FY 2016*. For Projects, partial-year FY 2016 savings **are** eligible; FY 2015 projects/savings **are not** eligible. If the effort was not complete by September 30, 2016, you must defer the nomination until next year. Program and Career Exceptional Service categories may consider past efforts, but should focus on FY 2016 results.
- ☐ An individual nominee in any category must be a federal employee or contractor operator of a federal facility. Any team nomination (small group or organization of up to 5 nominees) must highlight a federal effort; at least one nominee must be a federal employee or contractor operator of a federal facility.
- ☐ Before developing a nomination, confirm that the individual/team has not previously won a Federal Energy and Water Management Award for the same or similar efforts at the same location.

Data and Narrative Requirements

- ☐ Prior to writing the narrative consider what transferable best practice(s) were encompassed by the nomination/nominee(s), if any new or underutilized technologies were implemented, and what else is particularly unique or innovative about the nomination that makes it exemplary and deserving of recognition.
- ☐ Prepare a separate narrative providing all required data and information outlined in Section 6 of the criteria and guidelines, based on the nomination category selected. *New in 2017, narratives are required to be organized by the applicable criteria to ensure all required/adequate information is included, or will be declined.*
- ☐ For Project, Lab and Data Center, and Program nominations, limited data (savings and/or new renewable energy installed from the prior fiscal year) must be entered directly into the data table in the on-line nomination system. For all nomination narratives please provide as much data as is available and applicable per the criteria.

Submitting Nominations

- ☐ Enter nominations on-line: <https://fempcentral.energy.gov/Awards/welcome.aspx> (***will open by 3/15/17***). Include all components requested in Section 4A of the criteria and guidelines. If you have submitted in the past but cannot remember your user name or password, please contact FEMP_Communications@ee.doe.gov.
- ☐ *All nominations must be submitted into the system for review by FEMP's deadline of May 18, 2017.* Please contact your [Agency Coordinator](#) in advance to check for any earlier internal deadlines for your agency.
- ☐ Agencies are limited to 15 nominations. If an agency receives more than 15 nominations for review, it is at the discretion of the [Agency Coordinator](#) to select the top 15 to submit to FEMP for evaluation.

For more information contact FEMP_Communications@ee.doe.gov.